

**CITY OF BUCKEYE
COMMUNITY SERVICES ADVISORY BOARD**

**May 20, 2015
MINUTES**

City Hall
530 E. Monroe Avenue
Buckeye, AZ 85326
6:30 pm

1. Call to Order/Pledge of Allegiance/Roll Call

Teresa Bible, Chairperson (via Skype) called the meeting to order at 6:32 pm.

Members Present –Board Members Linda Gross, Garnett Sailor, Sue Mros, Stephen Rugh, Dr. Peace, James Kimes and Chester Hetrick. Councilmember Michelle Hess

Staff Present –Community Services Director Cheryl Sedig; Management Assistant Douglas Strong; Recreation Supervisor, Jessica Thompson; Parks Manager, Fred Sanchez; Library Manager, Jana White, Library Assistant II, Janene Vanleeuwen; Conservation & Project Manager, Robert Wisener and Community Center Manager, Phil Yabes.

2. Comments from the Public – None

3. Approval of Meeting Minutes for January 21, 2015

A motion was made by Vice Chair Stephen Rugh and seconded by Board Member Sue Mros to approve the minutes for the January 20, 2015 meeting. Motion carried unanimously.

4. New Business

4a. – Overview of the Entrepreneur Outreach Network Program

Library Manager, Jana White along with Library Assistant, Janene VanLeeuwen presented the Entrepreneur Outreach Network Program that is in partnership with the Arizona State University. This program will provide residents and young adults the opportunity to learn the processes of becoming your own business owner. Items of discussion during this program include creating a business plan, understanding revenue, business registration and licensing, funding, marketing, contracts and business vitality. This item was for discussion only.

4b. – Coaches Incentive Program

Recreation Supervisor Jessica Thompson shared the purpose for the coach's incentive program as the means to assist staff with retaining great volunteer coaches while holding them accountable in fulfilling their commitment as a volunteer coach. With completion of specific coaching obligations the coach would be able to receive an incentive up to \$50 for their assistance, dedication and completion of specific role and responsibilities as a youth sports coach. Initially this program was introduced to the board with a different range. At this time it is staff's recommendation to increase the incentive up to \$50 to meet most recreation programs and provide the coaches more opportunities to use this credit towards numerous programs and activities.

A motion by board member Andy Kimes to approve the program was made. A second was made by board member Garnett Sailor. The motion passed unanimously.

4c. - Community Services Schedule of Fees Update

Management Assistant, Douglas Strong presented the schedule of fees to include new, changed and removed fees. The primary change of fees was within the aquatic center rental fees which increased the hourly rate based on the amount of space the renter is wishing to rent. An example was if a resident was desirous to rent the zero depth section only (up to 150 people) it would require four lifeguards with a two hour minimum. This cost would range from \$50-\$75 per hour. Also, each variation of the pool rental would require the pool supervisor at a cost of \$15-\$30 per hour. Along with pool rental fees being added other fees included an increase in competitive sports league fees and a decrease in percentage of fees collected from vendors for special events. Each of the fees listed consisted of ranges which provided staff the flexibility to increase or decrease the fees based on the demand of the services along with the cost to operate the programs. Further it was also presented this way so staff did not have to go to the board or city council every time a fee was to be changed, thus allowing flexibility over a longer period of time.

A motion was made by Vice Chairperson Steve Rugh to approve the schedule of fees as presented. A second was made by board member Sue Mros. The motion passed unanimously.

4d – Board Direction and Goals for 2015 calendar year

Cheryl Sedig, Community Services Director opened the discussion with asking the board members what aspirations and direction they would like to pursue as an advisory board. A need of the department was identified by Ms. Sedig which included the creation of a 501c3 Arts Group which would work towards establishing a body to advocate for the arts to include the A-Wing Auditorium rehabilitation. Board members expressed interested however, many felt they did not have the experience, time, background or know how to establish this group. However, a motion was made to seek a community member who had the drive, passion and background in the arts that would be able to fill the existing board vacancy to begin this process of establishing an arts 501c3 group.

A motion was made by Vice Chairperson Steve Rugh that the board set the 2015 goal to recruit and fill the current board vacancy with a Buckeye resident who has the art background, passion and desire to assist in establishing a 501c3 to assist the Community Services Department staff. A second was made by board member Sue Mros. The motion passed unanimously.

4e – Parks and Recreation Master Plan

Mr. Wisener began his presentation by going over the history of the Parks, Trails and Open Space Master Plan and the last update completed back in 2005. He went over the different types of parks to include the acreage for pocket (1/2 acre), neighborhood (5-15 acres), community (25-50 acres), large municipal sports complex (up to 200 acres) and regional parks (i.e. Skyline Park). This information was based on the national standard from the National Parks and Recreation Association.

Robert then went over the benchmarking of other communities as it related to the total number of acres per each of these park types. In comparison to the other communities, Mr. Wisener shared where the City of Buckeye fell when compared to these other communities and the national standards. When compiling this data, he took into account all parks within Buckeye, this includes city owned and operated parks and private HOA parks within developments throughout the city. This inventory was done using GIS mapping software. Based on the data collected it is clear we are well over the standard for pocket parks and neighborhood parks. Community Parks is an area for growth as the city is near to the standard based on the current population of 57,000 residents. The city does not have any sports parks but regionally we are well on our way with the addition of Skyline Park. The comparison of the park acres between city owned and HOA parks shows the city being well under the national standard; 72 city acres in comparison to 328 private/HOA

acreage in parks city wide. This results in 1.26 acres per 1,000 population (based on 57,000) of residents in Buckeye (2 acres Per 1,000 population-National Standard). This item was for discussion only.

4f – Parks Standard of Care Maintenance Plan

Parks Manager, Fred Sanchez provided the board with an overview of the plan to include the routine and preventative maintenance steps staff is working to achieve here in Buckeye. Board members were very complimentary over this document and felt it was a great plan when compared to what is occurring in the park maintenance field currently.

A motion was made by Vice Chairperson Steve Rugh to approve the Parks Standard of Care Maintenance Plan as presented. A second was made by board member Linda Gross. The motion passed unanimously.

5. Staff Report- None to report

6. Comments from the Chair and Board Members

Board members expressed their appreciation to staff and for the efforts that are made daily to better Buckeye and its quality of life.

7. Next Meeting– July 15, 2015 at 6:30 p.m.

8. Adjournment

A motion was made to adjourn the meeting at 8:35 p.m. by Vice Chair Rugh and seconded by Board Member Hetrick. Motion carried unanimously.

Teresa Bible, Chair

ATTEST:

Douglas C. Strong, Management Assistant

I hereby certify that the foregoing minutes are a true and correct copy of the Community Services Advisory Board meeting held by the Advisory Board on May 20, 2015. I further certify that the meeting was duly called and that a quorum was present.

Douglas C. Strong, Management Assistant